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Security Information

Date 8 April 1953

PROPOSAL FOR O & M PROJECT NO. 3-34

DD/A,

1. Organizational Unit: Procurement Division, Personnel Office

2. Type of Project:

a.	Survey	X
b.	System	
c.	Specific Problem	

(1)	Organization - Functions	X
(2)	Staffing	X
(3)	Procedures	X
(4)	Reporting	X
(5)	Productivity	X
(6)	Files	X
(7)	Machines & Equipment	X

3. Brief description:

Working with and for the Chief, Procurement Division under the guidance of the Personnel Director a survey shall be made of personnel procurement processes and procedures to see what immediate improvements can be effected and recommend further action which will enable the Procurement Division to carry out its mission more efficiently. Special consideration shall be given to internal and external relationships and to problems that may arise with the proposed move. The survey shall be conducted by [redacted] with assistance from the Procurement Division and the Research and Planning Staff. Reports shall be made to the Chief, Procurement Division and through him to the Personnel Director.

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4. Time factor (Priority [ ]):

a. Starting date: 6 April 1953
b. Target date for completion: 30 April 1953
c. Man days required (Estimate): Analyst 30 Clerical 5 Total 35

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5. [redacted] ganizational Unit:

[redacted] ted

[redacted] ed:

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6. For O&M Service

Consultant ~~Analyst~~: [redacted]

Recommended [redacted]

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Accepted: [redacted]

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COMPLETION REPORT ON MANAGEMENT PROJECT BY O&M SERVICE

PROJECT NUMBER: 3-34

TYPE OF PROJECT: [X] Survey [ ] System [ ] Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES: Personnel Procurement Division, Office of Personnel

DATE OF REQUEST: 8 April 1953

BRIEF DESCRIPTION OF PROJECT

Survey of personnel procurement processes and procedures to see what immediate improvements can be made and recommend further action which will enable the Procurement Division to carry out its mission more efficiently. Special consideration given to internal and external relationships and to problems that may be caused by proposed move. Reports made to Chief of Division and through him to Personnel Director.

IMMEDIATE RESULTS ACCOMPLISHED or underway during course of survey largely through effort of PPD staff:

1. Survey of all components to and including section level.
2. Flow charts prepared on recruitment requests and applicant file.
3. Statements of purpose and function being prepared for Division and Branches
4. Steps being taken to strengthen controls and procedures in Requisition Inventory.
5. Plan drafted for [redacted] effort of CRB
6. Plan drafted for increasing effort of DRB.

RECOMMENDED FUTURE ACTION

1. Complete [redacted] recommended improvements outlined in Recommendation 1.
2. Undertake additional studies outlined in Recommendation 2.
3. Arrange for shift in emphasis and effort as outlined in Recommendation 3.

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[redacted]

DATE STARTED: 9 April 1953

DATE COMPLETED: 1 May 1953

MAN DAYS REQUIRED: Analysts 30 | Clerical — | Total

DATE OF NOTIFICATION OF COMPLETION TO ORGANIZATIONAL COMPONENT

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